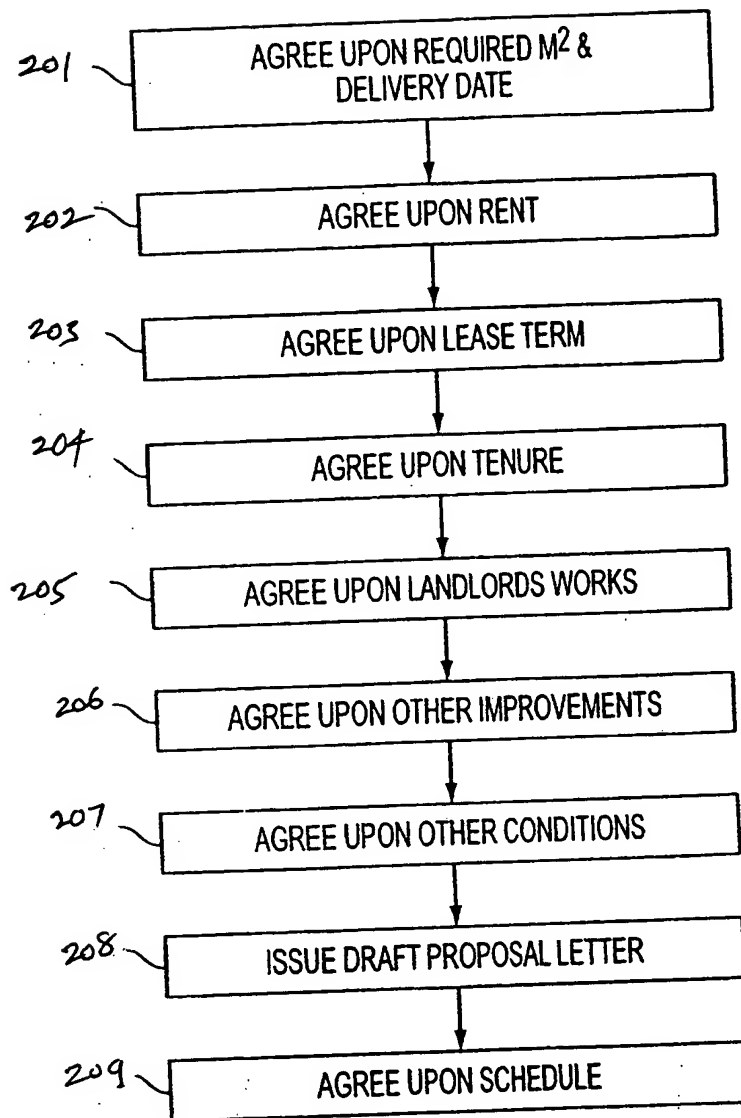


**FIG. 1**  
**(PRIOR ART)**



**FIG. 2**  
**(PRIOR ART)**

Enter Project Number

302

- ▶ Instructions
- ▶ I. Confirm Lease Proposal & Agree Schedule
- ▶ II. Resolve Outstanding Business Issues
- ▶ III. Agree Lease Deliverables
- ▶ IV. Define Tenant Environment
- ▶ V. Finalize Legal Documents
- ▶ VI. Obtain Approvals and Execute Documents
- ▶ VII. Complete Landlord Works
- ▶ VIII. Complete Tenant Works
- ▶ IX. Issue Best Practice Report

301

FIG. 3  
(PRIOR ART)

| PHASE I: CONFIRM LEASE PROPOSAL AND AGREE SCHEDULE                                                                                             |                                                                                         |                                                                                                                                                                                     |                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| LEASE PROVISION                                                                                                                                | TENANT                                                                                  | VALUE                                                                                                                                                                               | LANDLORD                                                                                |
| 1. REQUIRED SPACE<br><u>HELP</u>                                                                                                               | <input checked="" type="radio"/> AGREE<br><input type="radio"/> DEFER<br><u>DETAILS</u> | 5000 FT <sup>2</sup> (1538 M <sup>2</sup> )<br>COMMENTS:<br><div> <input type="text"/> <input type="button" value="Δ"/> <input type="button" value="▽"/> </div>                     | <input checked="" type="radio"/> AGREE<br><input type="radio"/> DEFER<br><u>DETAILS</u> |
| 2. DELIVERY DATE<br><u>HELP</u>                                                                                                                | <input checked="" type="radio"/> AGREE<br><input type="radio"/> DEFER<br><u>DETAILS</u> | JUNE 1, 2000<br>COMMENTS:<br><div> <input type="text"/> <input type="button" value="Δ"/> <input type="button" value="▽"/> </div>                                                    | <input checked="" type="radio"/> AGREE<br><input type="radio"/> DEFER<br><u>DETAILS</u> |
| 3. RENT PER MONTH<br><u>HELP</u>                                                                                                               | <input type="radio"/> AGREE<br><input checked="" type="radio"/> DEFER<br><u>DETAILS</u> | \$8,000 (E7,940)<br>COMMENTS:<br>TENANT: CAN'T PAY<br>MORE THAN \$7,500<br><div> <input type="text"/> <input type="button" value="Δ"/> <input type="button" value="▽"/> </div>      | <input type="radio"/> AGREE<br><input checked="" type="radio"/> DEFER<br><u>DETAILS</u> |
| 4. TERM OF LEASE<br><u>HELP</u>                                                                                                                | <input checked="" type="radio"/> AGREE<br><input type="radio"/> DEFER<br><u>DETAILS</u> | 3 YEARS<br>COMMENTS:<br>LANDLORD: OPTION<br>TO EXTEND 1 YEAR<br>AT SAME RENT<br><div> <input type="text"/> <input type="button" value="Δ"/> <input type="button" value="▽"/> </div> | <input checked="" type="radio"/> AGREE<br><input type="radio"/> DEFER<br><u>DETAILS</u> |
| <div> <input type="button" value="VIEW LEASE PROPOSAL"/> <input type="button" value="DONE"/> <input type="button" value="NEXT SCREEN"/> </div> |                                                                                         |                                                                                                                                                                                     |                                                                                         |

FIG. 4  
(PRIOR ART)

## Action Plan for Sale of Property

This document summarizes the plan for Colonial Associates to sell property located at 250 Lafayette Street in Boston, Massachusetts.

### I. Description of Property

The property includes one building of circa 1,500 square meters on one hectare of land. The building is currently occupied. The principal use of the buildings is office. The current owner has owned the property since 1983. The current book value of the property is \$1.5 million. Colonial management has agreed to vacate the building.

### II. Summary of Marketing Plan and Expected Results

A. Highest and Best Use: Colonial believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

FIG. 5A

## Action Plan for Sale of Property

501

502

This document summarizes the plan for Colonial Associates to sell property located at 250 Lafayette Street in Boston, Massachusetts.

504

503

### I. Description of Property

505

506

The property includes one building of circa 1,500 square meters on one hectare of land. The building is currently occupied. The principal use of the building is office. The current owner has owned the property since 1983. The current book value of the property is \$1.5 million. Colonial management has agreed to vacate the building.

### II. Summary of Marketing Plan and Expected Results

A. Highest and Best Use: Colonial Associates believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

FIG. 5B

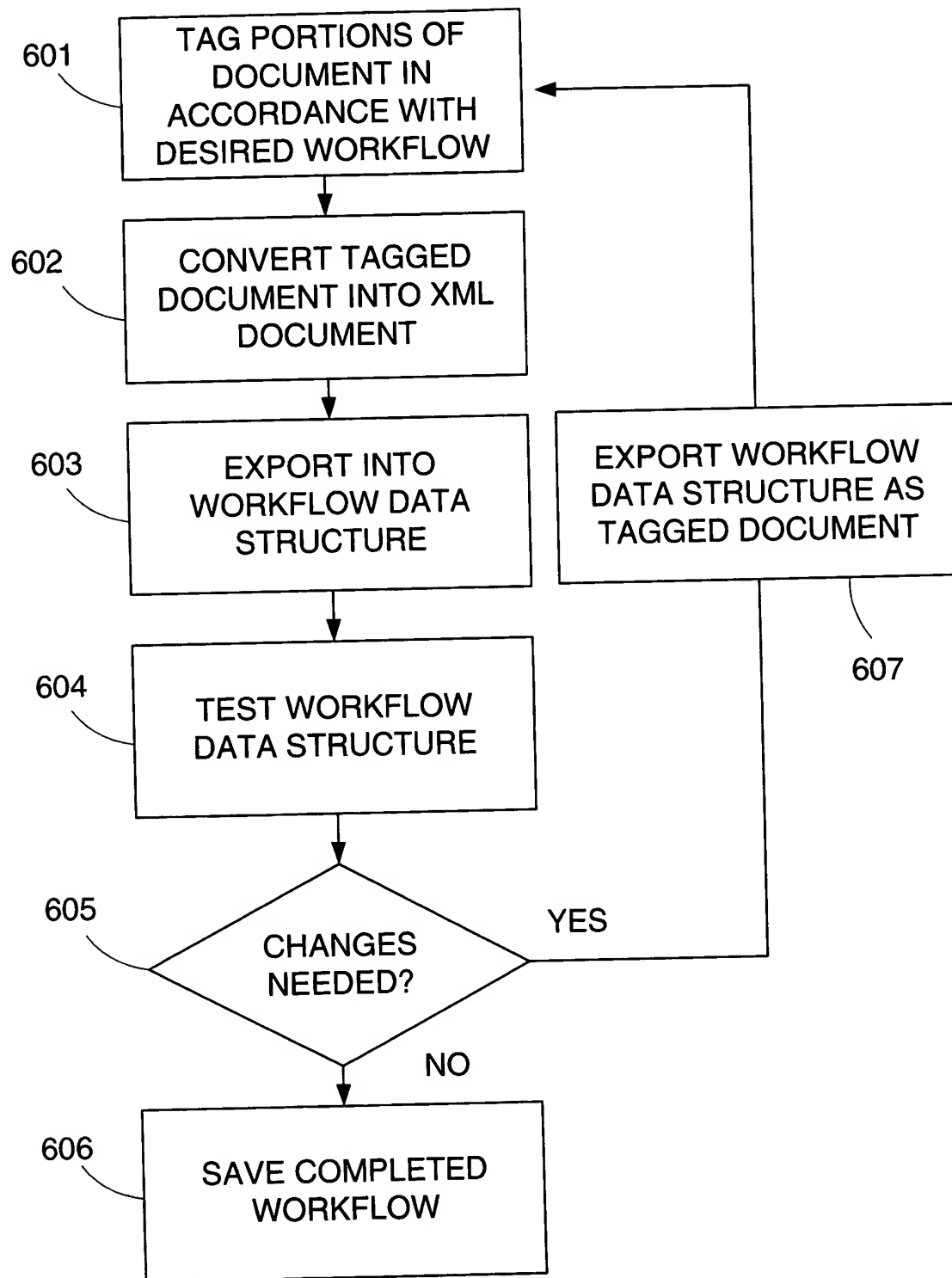


FIG. 6

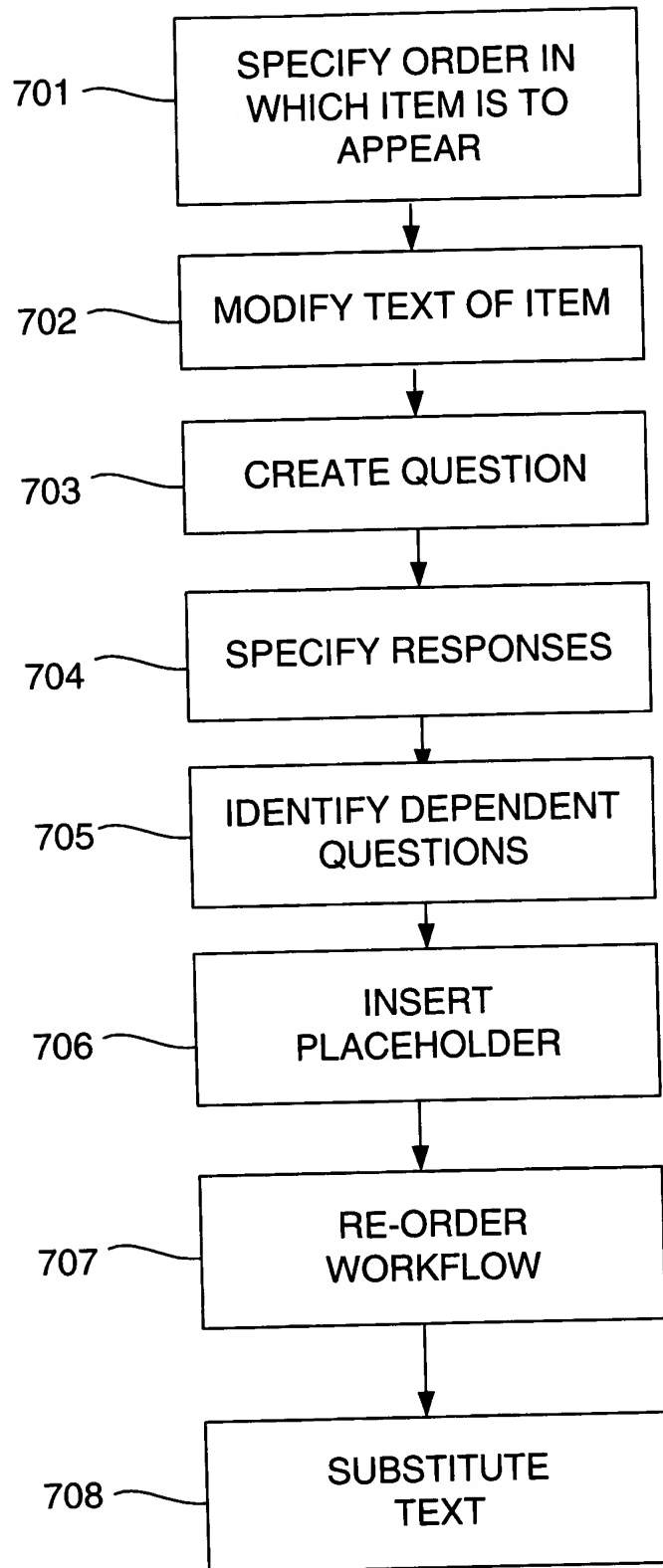


FIG. 7



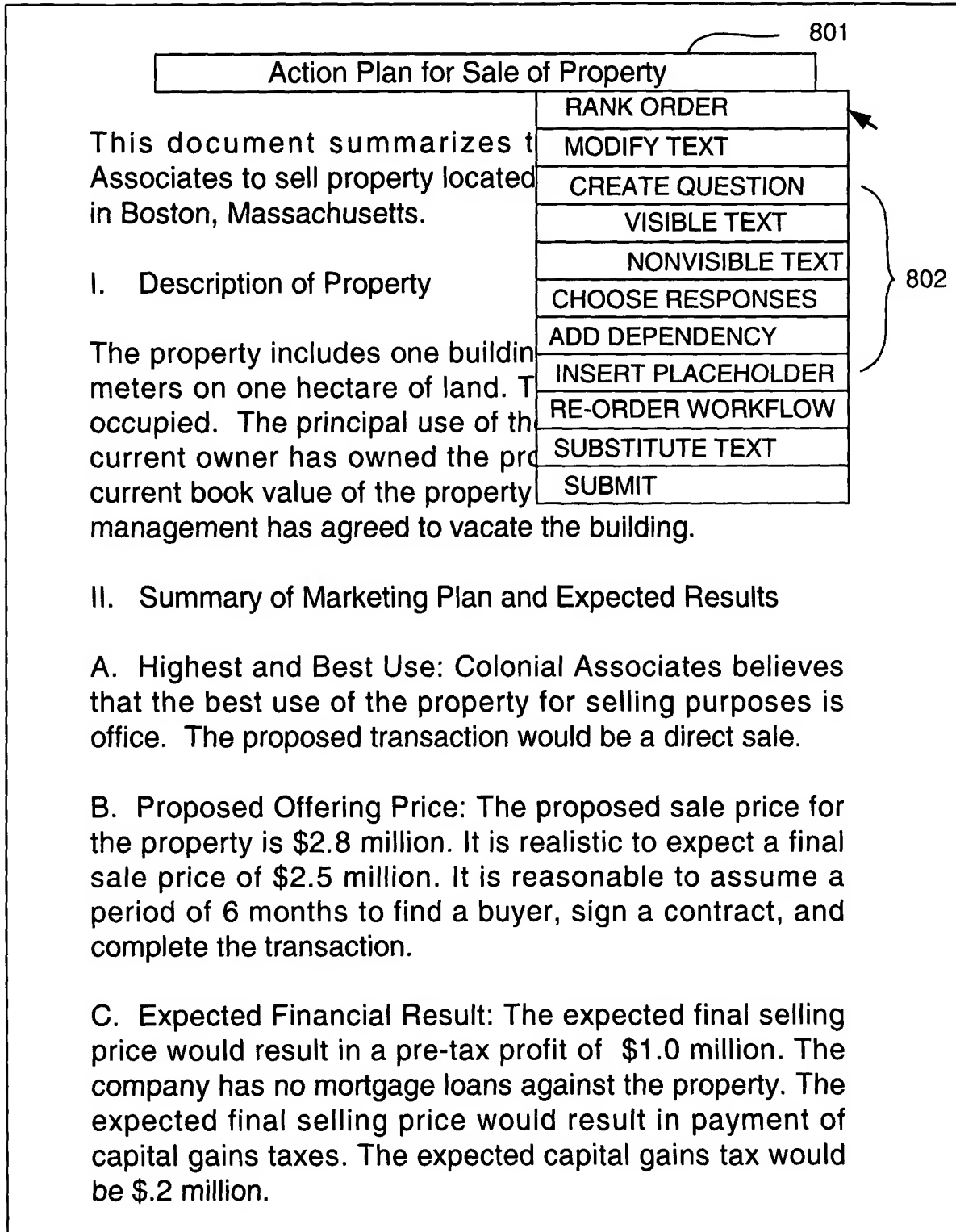


FIG. 8A

## Action Plan for Sale of Property

This document summarizes the Action Plan for Sale of Property for Colonial Associates to sell property located in Boston, Massachusetts.

### I. Description of Property

The property includes one building of circa 1,500 square meters on one hectare of land. The building is currently occupied. The principal use of the building is office. The current owner has owned the property since 1983. The current book value of the property is \$1.5 million. Colonial management has agreed to vacate the building.

### II. Summary of Marketing Plan and Expected Results

A. Highest and Best Use: Colonial Associates believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

RANK ORDER

PHASE



UPDATE

CANCEL

FIG. 8B

801

Action Plan for Sale of Property

This document s  
Associates to sell p  
in Boston, Massach

MODIFY WORKFLOW TEXT

DEVELOP ACTION PLAN

UPDATE

CANCEL

I. Description of P

The property includes one building of circa 1,500 square meters on one hectare of land. The building is currently occupied. The principal use of the building is office. The current owner has owned the property since 1983. The current book value of the property is \$1.5 million. Colonial management has agreed to vacate the building.

II. Summary of Marketing Plan and Expected Results

A. Highest and Best Use: Colonial Associates believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

FIG. 8C

## Action Plan for Sale of Property

This document summarizes the plan for Colonial Associates to sell property located at 250 Lafayette Street in Boston, Massachusetts.

### I. Description of Property

803

The property is located at 250 Lafayette Street in Boston, Massachusetts. The property is currently occupied by Colonial Associates. The current owner is Colonial Associates. The current book value is \$1.5 million. The current management is Colonial Associates.

| RANK ORDER |        |
|------------|--------|
| STEP       | ▼      |
| UPDATE     | CANCEL |

The property is of circa 1,500 square meters. The building is currently office. The building is office. The property since 1983. The property is \$1.5 million. Colonial Associates owns the building.

### II. Summary of Marketing Plan and Expected Results

A. Highest and Best Use: Colonial Associates believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

FIG. 8D

## Action Plan for Sale of Property

This document summarizes the plan for Colonial Associates to sell property located at 250 Lafayette Street in Boston, Massachusetts.

### I. Description of Property

804

The property includes one building of circa 1,500 square meters on one hectare of land. The building is currently occupied. The principal current owner has owned the property since 1983. The current book value of the property is \$1.0 million. Colonial management has agreed to sell the property.

RANK ORDER

QUESTION

▼

UPDATE

CANCEL

### II. Summary of Marketing

Results

A. Highest and Best Use: Colonial Associates believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

FIG. 8E

## Action Plan for Sale of Property

This document summarizes the plan for Colonial Associates to sell property located at 250 Lafayette Street in Boston, Massachusetts.

### I. Description of Property

The property includes one building of circa 1,500 square meters on one hectare of land. The building is currently occupied. The principal current owner has owned the current book value of the management has agreed

805

CREATE QUESTION

HOW MANY BUILDINGS ARE THERE?

UPDATE

CANCEL

### II. Summary of Market

A. Highest and Best Use: Colonial Associates believes that the best use of the property for selling purposes is office. The proposed transaction would be a direct sale.

B. Proposed Offering Price: The proposed sale price for the property is \$2.8 million. It is realistic to expect a final sale price of \$2.5 million. It is reasonable to assume a period of 6 months to find a buyer, sign a contract, and complete the transaction.

C. Expected Financial Result: The expected final selling price would result in a pre-tax profit of \$1.0 million. The company has no mortgage loans against the property. The expected final selling price would result in payment of capital gains taxes. The expected capital gains tax would be \$.2 million.

FIG. 8F

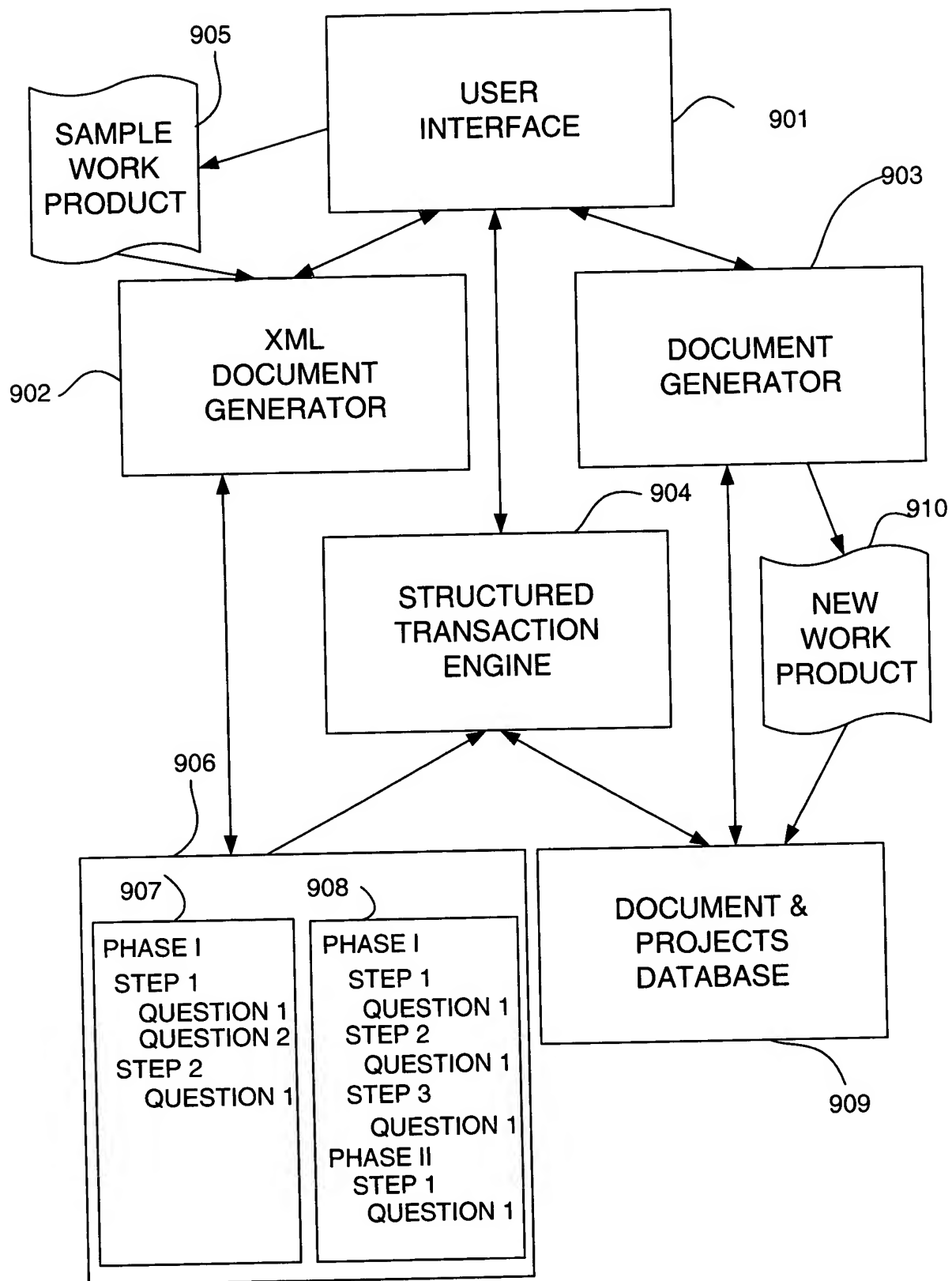


FIG. 9

# DUE DILIGENCE REPORT FOR ABC CORPORATION

PREPARED BY: JOHN Q. SMITH, AUDITOR

## I. BACKGROUND INFORMATION <sup>1001</sup>

<sup>1003</sup> The ABC CORPORATION <sup>1002</sup> is a  
Delaware corporation with  
headquarters located at 100  
<sup>1004</sup> Main Street, Suite 500, New  
York, NY 10020. It is a publicly  
traded company founded in <sup>1005</sup>  
<sup>1006</sup> 1975. Its registered agent for  
service of process is  
[DEFERRED]. <sup>1007</sup>

FIG. 10



PHASE I: OBTAIN BASIC CORPORATE INFORMATION 1101

1. COMPANY NAME: ABC CORPORATION 1102

DETAILS ☐ DEFER UNTIL LATER

2. STATE/DATE OF INCORPORATION: DELAWARE 1103A 1975 1103B 1103

DETAILS ☐ DEFER UNTIL LATER

3. REGISTERED AGENT: 1104

DETAILS ☒ DEFER UNTIL LATER 1107

4. PUBLICLY TRADED ☒ YES ☐ YES 1105

DETAILS ☐ DEFER UNTIL LATER

5. CORPORATE HEADQUARTERS 100 MAIN STREET 1106

SUITE 500

NEW YORK NY 10020

DETAILS ☐ DEFER UNTIL LATER 1109

BACK NEXT 1108

FIG. 11

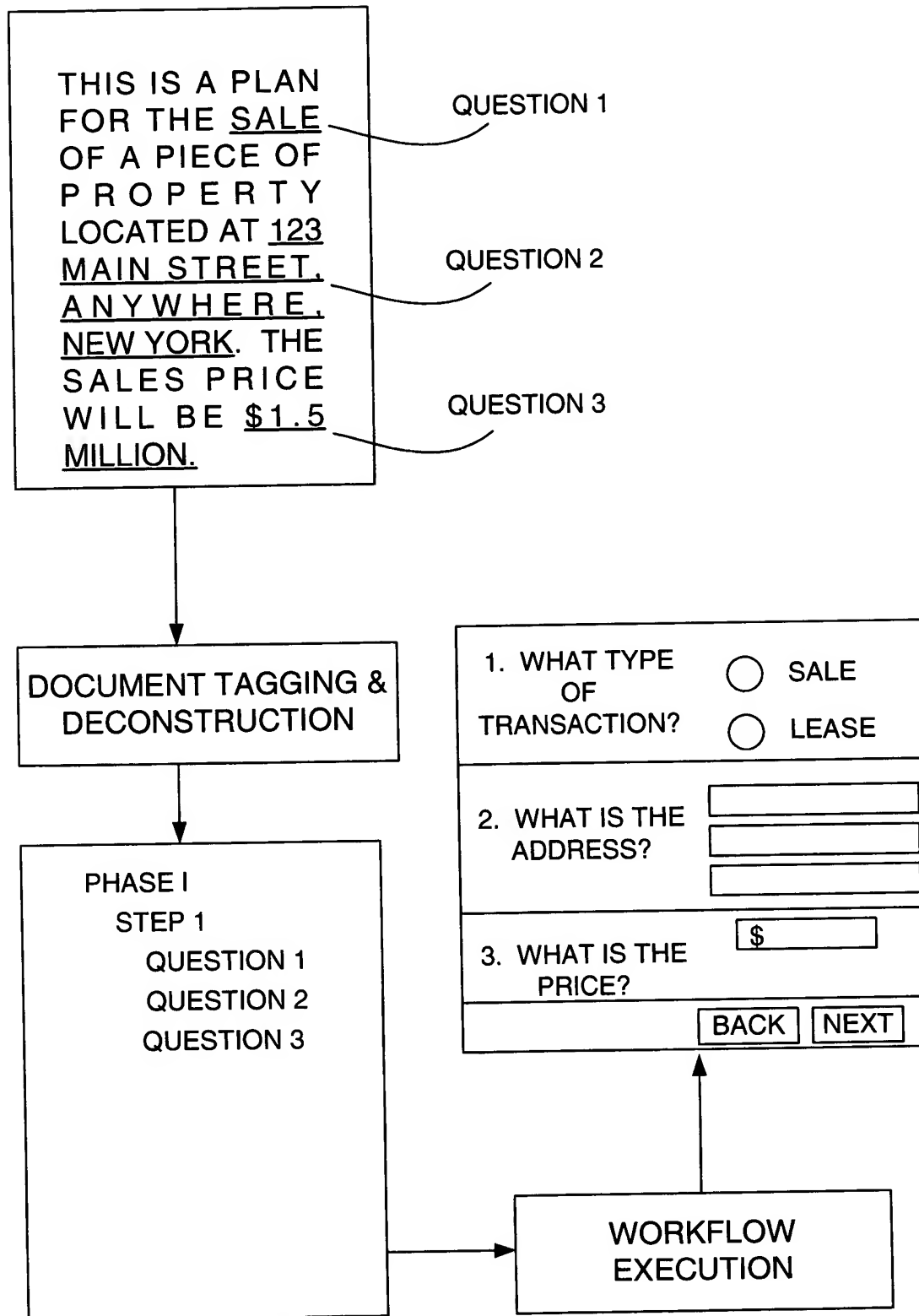


FIG. 12

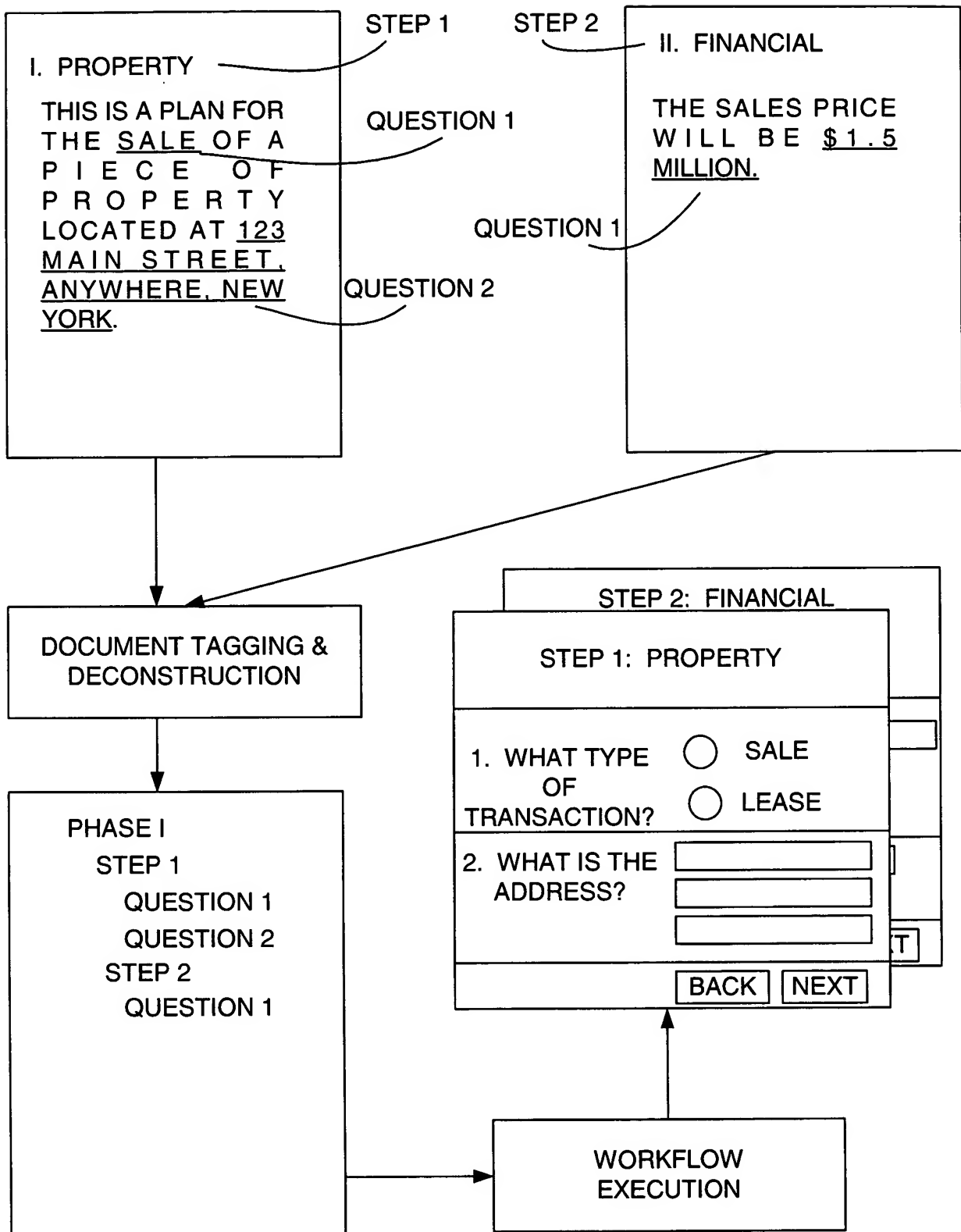


FIG. 13

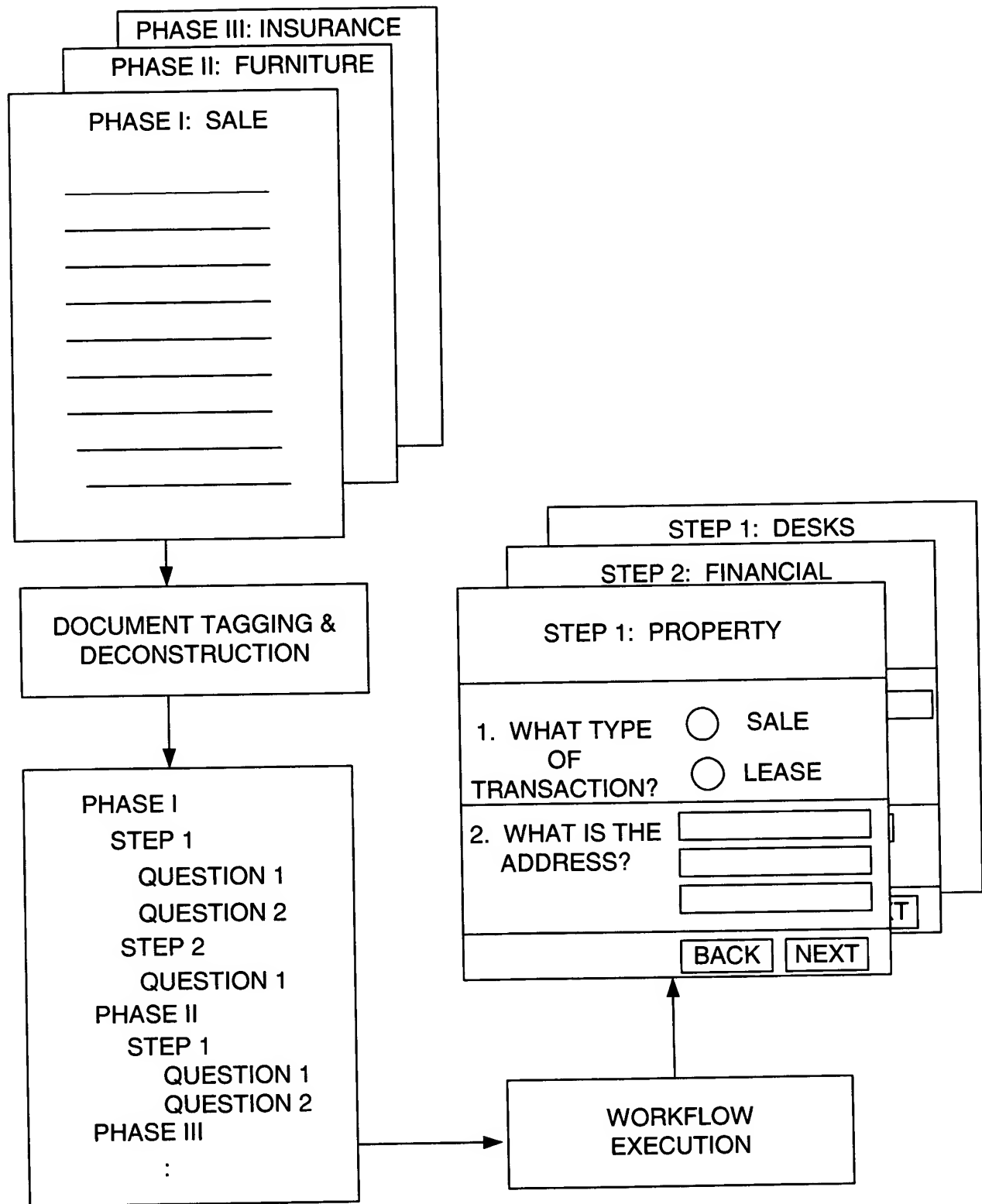


FIG. 14

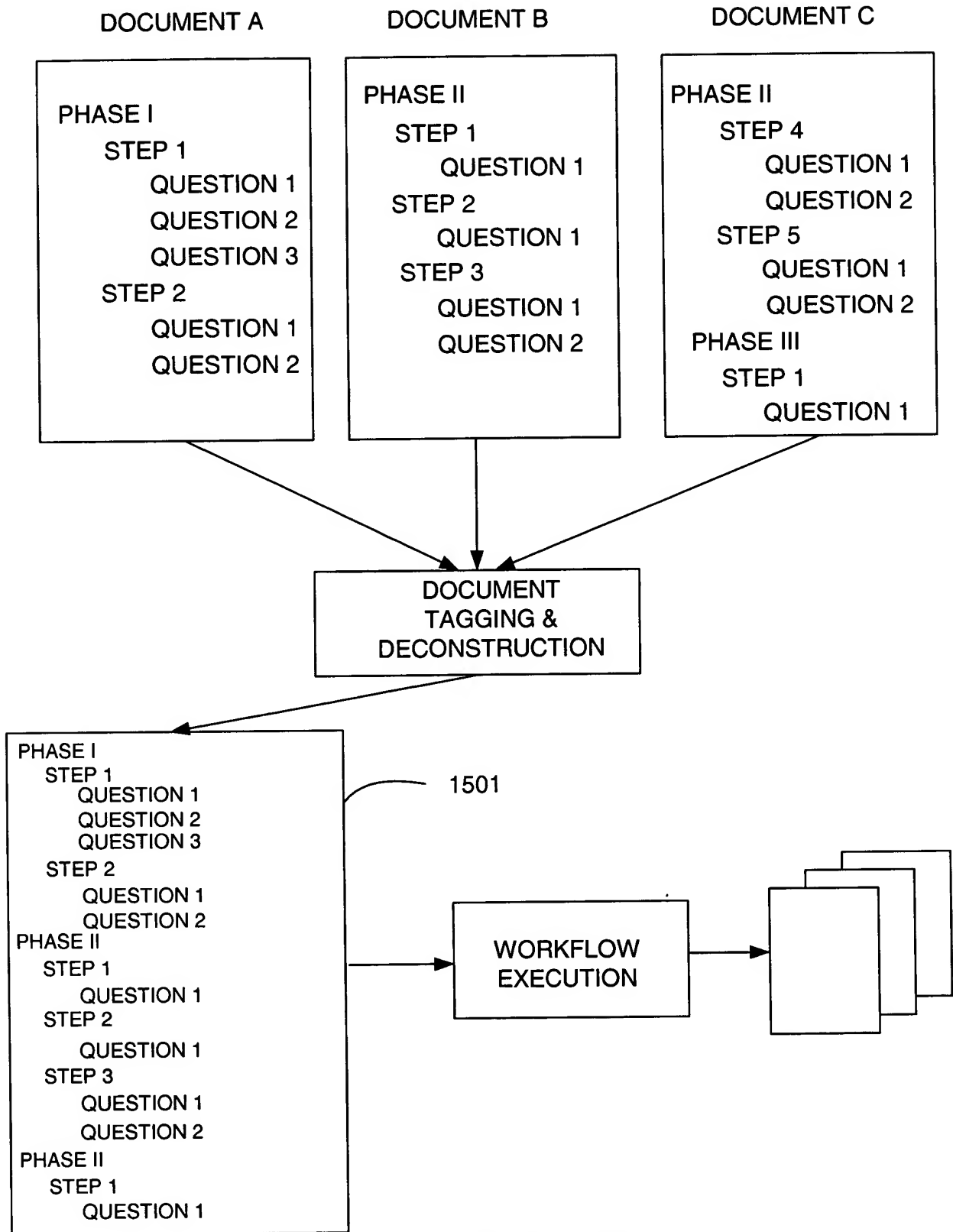


FIG. 15

```

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- <workflow>
- <phase id="001">
  <name>Develop Action Plan</name>
- <title>
  Action Plan for Sale of Property
  <term-ref term-name="Property.City" />
  </title>
- <header>
  This document summarizes the plan for
  <term-ref term-name="Transaction.CounterParty" />
  to sell property located at
  <term-ref term-name="Property.FullAddress" />
  .
  </header>
  <step-ref step-id="002" order="1" />
  <step-ref step-id="012" order="2" />
</phase>
- <step id="002">
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  <question-ref id="004" order="1" />
  <question-ref id="005" order="2" />
  <question-ref id="006" order="3" />
  <question-ref id="007" order="4" />
  <question-ref id="008" order="5" />
  <question-ref id="009" order="6" />
  <question-ref id="010" order="7" />
  <question-ref id="011" order="8" />
</step>
- <question id="004">
  <name>Number of Buildings</name>
  <workflow-text>How many buildings?</workflow-text>
- <deliverable-text mode="workflow">
  The property includes
  <answer />
  building(s)
  </deliverable-text>
- <uiobjects>
  <uiobject type="Text" order="1" />
  </uiobjects>
</question>
- <question id="005">
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  <workflow-text>What type of transaction?</workflow-text>
- <deliverable-text mode="workflow">
  The proposed transaction would be a
  <answer />
  .
  </deliverable-text>
- <uiobjects>
  <uiobject type="choice" choices="direct sale;sale/leaseback;sale of shares" order="1" />
  </uiobjects>
</question>
</workflow>
</transaction-type>

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FIG. 16